



# Change of Use Notification

Please complete this form if you plan to change the use or establish a new use in a building which you own, rent, or lease. Neither the use of or the uses upon any land nor the use of or the uses within any structure shall be changed until a permit for such change of use has been issued by the Chaffee County Building Department.

Application Materials: Warranty Deed ☐ Floor Plans Showing Old and New Uses ☐ Site Plan ☐

Which Municipality is the business property located in: Chaffee County ☐ Salida ☐  
Buena Vista ☐ Poncha Springs ☐

Each municipality has different requirements for changes of use and must signoff on this application. Please see reverse side of this application for additional requirements and fees. If you are changing the footprint or doing any construction please fill out a **Building Permit** instead of this application.

1. Applicant Name: \_\_\_\_\_  
2. Address of the Property: \_\_\_\_\_  
3. Applicant Mailing Address: \_\_\_\_\_ Phone \_\_\_\_\_  
4. Please describe the **existing use**: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please describe the **proposed new use** of the building: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Are you planning any new signage? Yes ☐ No ☐ If Yes, it is the applicant's responsibility to obtain and comply with the municipalities sign requirements before installing a sign.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## To be completed by Staff

**Building Department:** Change of Use Yes ☐ No ☐ New Building Classification: \_\_\_\_\_

Fee: \_\_\_\_\_ Permit #: \_\_\_\_\_ Date issued: \_\_\_\_\_ Computer #: \_\_\_\_\_

Building Comments: \_\_\_\_\_

Building Official signoff: \_\_\_\_\_ Date: \_\_\_\_\_

**Municipality** Zone District: \_\_\_\_\_ Conforming Use: Yes ☐ No ☐

Fee: \_\_\_\_\_ Check #: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Comments: \_\_\_\_\_

Zoning Official Signoff: \_\_\_\_\_

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## Fire Department

Fire Inspection Signoff: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Fee: \_\_\_\_\_ Check #: \_\_\_\_\_

Comments: \_\_\_\_\_

# Municipality Requirements



Please contact any available Plan Review personnel at 719-539-2124. For this exchange of information there will be no fee charged. If it is determined that a change of use will occur further details and planning may be needed to comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG), State Statutes and/or local building codes.

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Contact Michael Yerman City Planner at the Community Development Department at (719)539-4555 or email [myerman@cityofsalida.com](mailto:myerman@cityofsalida.com)  
Change of Use Fee: \$30 Please Make Checks Payable to the City of Salida  
All businesses shall apply to the State for their Sales Tax License

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Contact Shannon Haydin Town Planner  
(719)395-8643 extension 15 or email [bvplanning@buenavistaco.gov](mailto:bvplanning@buenavistaco.gov)  
All businesses must have a Town of Business address to do Business in the Town

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Contact: Dee Miller, Town Planner  
Phone (719) 539-6882 or email to [planner@ponchaspringscolorado.us](mailto:planner@ponchaspringscolorado.us)  
Fee: No Fee for Change of Use within Poncha Springs Town limits.  
**NOTE:** Applicants must complete and submit a Change of Use Application and Site Plan to the Town Planner, and request to be scheduled on the Agenda for the Trustees Agenda for application review before engaging in business activities.  
All businesses must have a State Sales Tax License

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